

CY  
1955

25X1A

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**Next 3 Page(s) In Document Exempt**

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet at comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Room 2421  
Alcott Hall

25X1A

NO.

DATE

24 September 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. 25X1A	Rm. 258 South			<i>CD</i>	<p>Would it be possible to record items #1, 4, 14, 15 and 16 from your administrative files? One copy would be sufficient and the information will help us in analyzing reading performance.</p> <p><i>Returned as requested.</i></p> <p><i>ILLEGIB</i></p> <p>25X1A</p> <p>25X1A</p> <p><i>for 3111 w. info to come from her</i></p>
2. 25X1A					
3. <i>Train</i>					
4. <i>attn.</i>					
5. <i>Rm 2421 Alcott Hall</i>					
6. 25X1A					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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23 September 1954

MEMORANDUM FOR THE RECORD

The attached list of instructional and training material  
received by:

<u>Name</u>	<u>Date</u>	<u>Received</u>	<u>Forwarded</u>
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Please return covering memo to 25X1A [REDACTED], Room 2421,  
Alcott Hall.

Attachment  
OTR/BM:aMc

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# READING IMPROVEMENT COURSE

## Training Equipment and Instructional Material

### Equipment

Reading Rate Accelerator.....	2
Viewlex Projectors.....	2
Wollensak Shutters.....	2
150W Bulbs.....	4
Projection Boards.....	2
Tachistoscope Slides (5's, 6's, 7's, 8's, 9's) - approximately.....	423

### Instructional Books and Manuals

	No. of Copies	Copy Nos.
Student Manuals	10	--
College Developmental Manual	1	11
SRA Reading Book	1	--
Viewlex Manual	2	---
Reading Rate Accelerator Manual	2	--
Calculator for RR Accelerator	1	--
Effective Reading	1	--
Using Words Effectively, A&B	2	4-17
30 Days To A More Powerful Vocabulary	1	2
Learning More By Effective Study	1	--
How To Read Better and Faster	1	131
How To Become A Better Reader	1	--
The Wonderful World of Books	1	--
Atlantic Guides: December	2	
January	2	
February	2	
March	2	
April	2	
May	2	
June	2	

### Tests

	No. of Copies	Answer Sheets
Minnesota Speed of Reading - A	10	--
C-2 Cooperative Reading Comp. - R	10	10
Extensive Reading - SL	10	10
Funk Vocabulary Tests	10	--
Concentration Tests (2)	20	20
Number Check Tests	10	--
Review Tests	10	--

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Progress tests and additional exercises will be submitted on a weekly basis.

Books Calibrated for Reading Rate Accelerator

	Copy No.
Foundations of National Power	11
International Relations	6
How Green Was My Valley	78
Grant of Appomattox	42
And Quiet Flows the Don	6
War or Peace	11
The German Generals Talk	6
Lydia Bailey	5
I Led 3 Lives	--
The Tudor Wench	27

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